



## DEPARTMENT OF TOXIC SUBSTANCES CONTROL CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF TOXIC SUBSTANCES CONTROL	<b>RELEASE DATE:</b>	Monday, February 1, 2010
<b>POSITION TITLE:</b>	Deputy Director, Administrative Services	<b>FINAL FILING DATE:</b>	Tuesday, February 16, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$13,381.00 / Month	<b>BULLETIN ID:</b>	02012010_1

### POSITION DESCRIPTION

Under the general direction of the Director, the incumbent plans, organizes, directs, and manages Administrative Services staff activities to ensure that the Department's programs are provided the necessary administrative support to carry out the Department's mission in an effective, efficient, and legal manner. These operations include Human Resources (Classification and Pay, Payroll Transactions, Labor Relations, and Exams), Financial Services, Audits and Special Investigations, Accounting, Financial Planning, Contracts/Business Management, Regional Administrative Services and Health and Safety. The incumbent provides support to program managers who operate under a program control budget system; represents the Department's programs before the California Environmental Protection Agency, Department of Finance, Legislative Analyst's Office, Department of General Services, Board of Equalization, Department of Justice, State Controller's Office, State Personnel Board, Department of Personnel Administration, and other entities; and participates in the development, implementation, and evaluation of program-wide policy. Typical tasks include:

1. Provide leadership and management direction to the development, planning and oversight of program-wide budgets, the operation of a CALSTARS accounting system, contract procurement and administration, grants, fees, business services, human resources, office and field health and safety, and statewide regional office administrative services.
2. Consults with and advises Executive Staff relative to sensitive and complex issues of significant policy and program impact; and advises on the inter-relationship of program and administrative policies.
3. Develops and implements administrative and financial policies and procedures; and recommends to the Director and Executive Staff the formulation of new or revised policies and procedures involving significant change from established practices.

4. Provides consistent interpretation, guidance and direction to members of Executive Staff, headquarters' and regional managers on administrative policies and procedures.
5. Establishes and maintains primary contacts with State control agencies, staff of legislative committees, managers of Department administrative functions, federal government employees, regulated industry and external contractors and represents Department program needs and interests.
6. Serves as designated by the Director on various policy setting committees and task forces.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives

of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

Applicants will be screened on the basis of background, demonstrated management ability, and the ability to meet the following desirable qualifications:

1. Managerial experience with demonstrated leadership, entrepreneurship, creativity and innovation, and sound judgment in directing a group of professionals and a complex administrative services program. Experience developing and managing program or department budgets, and a knowledge of the State budget process.
2. Well-developed interpersonal skills and ability to communicate effectively (orally and in writing); and experience reaching out and providing services to a broad internal or external customer base. Demonstrated capability to communicate and interact with both public and private organizations.
3. Experience that demonstrates the ability to effectively plan, organize, and balance multiple and conflicting priorities to achieve the highest-level outcomes, resolve operational issues and develop timely, effective, and cost effective solutions. Previous and on-going experience with the use of performance metrics and strategic planning to make leadership decisions.
4. Experience formulating and implementing policies and programs and resolving complex/controversial problems, utilizing innovative thinking and process improvements.
5. Experience that demonstrates the ability to achieve results both personally and through others, including team formation and leadership, and promoting a high-performance culture. Experience building internal and external coalitions to achieve a common goal, resolving conflict, and

negotiating high-stakes issues.

6. Experience that demonstrates the ability to lead change including developing, motivating, inspiring and building trust with subordinate staff as well as mid-level managers in an organization undergoing significant changes in scope of work, organizational structure, and how work is performed.

7. Experience formulating and implementing policies and procedures on all aspects of human resource management and related issues.

8. Experience formulating and implementing policies and procedures on office and field health and safety issues.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administrative Services**, with the **DEPARTMENT OF TOXIC SUBSTANCES CONTROL**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

Submit a standard state application, resume, professional references, and a statement of qualifications. The application or resume **MUST** include "to" and "from" dates (month/year), former supervisors, time base and civil service/position class title. Applications/resumes without this information will be rejected. The statement of qualifications **MUST** specifically describe the candidate's state of preparedness, and include work related examples relative each of the desirable qualifications described. In the statement of qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. The statement of qualifications **MUST** not exceed four pages with font no smaller than Arial 10 pt.

An evaluation committee will review and score all statements of qualifications submitted on the basis of background, demonstrated management ability, and the desirable qualifications. The candidates with the most competitive experience and background may be scheduled for a qualifications appraisal interview. Alternatively, the eligible list may be established solely on the basis of the statement of qualification scores. References may be contacted to verify knowledge, abilities, and experience. In order to obtain a position of the eligible list, a minimum of 70% must be attained in the examination. The Director will make the final selection. Hiring interviews may be held at the discretion of the Director. All candidates will be notified of their results.

## FILING INSTRUCTIONS

Application materials are to be received by the final filing date.

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be

typed and no more than four pages in length.

- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF TOXIC SUBSTANCES CONTROL , Human Resources - Examination Unit  
1001 I Street, PO box 806, Sacramento, CA 95812  
Kim Poh | 916-322-8668 | kpoh@dtsc.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF TOXIC SUBSTANCES CONTROL reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>